

STATE OF ALASKA

DEPARTMENT OF REVENUE

Tax Division

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Dear Permittee:

The enclosed packet contains all documents your organization needs to apply for a 2003 Games of Chance and Skill permit. It is important that you read this letter, as it explains the process of approving the permit application. All 2003 application forms are also now available on the Internet; our address is:
www.tax.state.ak.us/forms/

Permittee Tests of Members in Charge

This package includes the permittee test for the primary and alternate members in charge. Only primary and alternate members in charge who have not previously passed the test need take it. The person taking the test must sign the statement at the bottom of the answer sheet. **FAILURE TO SIGN THE STATEMENT WILL DELAY PROCESSING OF YOUR PERMIT APPLICATION.**

The test is designed to be open book. Each question has a reference to the statute or regulation where the answer may be found. Individuals taking the test should read the question and then read the statute and/or regulations before answering.

Each of the fifty test questions is worth two [2] points. A person must score at least seventy points [70%] to pass the test. Questions that are not answered will be marked as incorrect.

Answers to the questions must be marked on the answer sheet attached to the front of the test. Mark only one answer for each question.

Attach the answer sheet[s] to the application and mail it to the division. The test and answer sheet may be photocopied if your organization has more than one alternate member in charge.

Upon receipt of the application, application fee, and test answer sheets, the division will immediately score the tests. **BOTH THE PRIMARY AND THE ALTERNATE MEMBER[S] IN CHARGE MUST PASS, OR HAVE PREVIOUSLY PASSED, THE TEST BEFORE THE DEPARTMENT MAY ISSUE A PERMIT.** Failure by one or both members in charge will result in the division holding your organization's permit application until both the primary and alternate members in charge have passed the test.

Notice to City or Borough

You must still submit two copies of your permit application to the nearest city or borough, but we no longer require that you send us proof that the city or borough received your application.

Receipt of Application Cards

A **Yellow** Receipt of Application card will be mailed to all renewal applicants that have not been issued 2003 permits, but who have paid their fees, passed their tests and have submitted a substantially complete renewal application by December 15, 2002. An application post marked on December 15, 2002, will be considered to have been received on that date. The yellow Receipt of Application card allows a renewal applicant to continue to conduct gaming until January 31, 2003, pending completion of the application process.

Failure to Enclose Application Fee

The division will not process your application until the permit application fee is received. A check or other means of payment, made payable to the State of Alaska, is required.

Incomplete Applications

One of the biggest delays in application processing is failure by an organization to complete the application and provide all of the required information.

Applications that are incomplete will be processed after the division processes all complete applications.

TO AVOID THIS DELAY, PLEASE MAKE SURE THAT YOUR APPLICATION IS COMPLETE AND ALL OF THE REQUIRED INFORMATION IS PROVIDED AT THE ORIGINAL TIME OF FILING. PLEASE REMEMBER TO SIGN THE APPLICATION.

Order of Processing

On occasion, a permittee hand-delivers an application to the division with the expectation of receiving their permit the same day. This expectation is unfair to the permittees who filed their applications earlier.

ALL PERMIT AND LICENSE APPLICATIONS WILL BE PROCESSED IN THE ORDER IN WHICH THEY ARE RECEIVED AND DATE-STAMPED BY THE DIVISION. THE DIVISION APPRECIATES YOUR COOPERATION IN THIS MATTER.

Telephone Calls

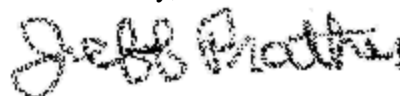
Every year, the division is flooded with telephone calls by applicants trying to check on the status of their application. The employees who process the applications must handle these telephone calls. Answering telephone calls about the status of applications is time taken away from processing. We appreciate your cooperation in this matter.

Conclusion

There are many topics covered in this letter. Please review them thoroughly before proceeding with the application process.

We will be working hard to process your applications as quickly as possible.

Sincerely,



Jeff Prather
Gaming Unit Supervisor

Enclosures